

<p>PLEASE NOTE CHANGES EFFECTIVE JULY 1, 2006</p>
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Application for Senior Center Certification

This form serves as official notification to the Division of Aging and Adult Services (DAAS) that the senior center listed below has begun the certification process. **This application must be submitted by July 1st in order to be certified in time to receive any additional senior center funding that may be allocated for the next fiscal year.**

Upon receipt of this form, DAAS will:

- Set a date for a site visit based on the timeframe that you specify below.*
- Schedule a date for the submission of the SCOPE self-assessment instrument.
[The completed SCOPE is due to DAAS one month before the first day of the two-week period specified. The completed SCOPE is due to your AAA two months before the first day of the two-week period specified.]
- Notify the senior center director/manager and the Area Agency on Aging administrator for your county of the SCOPE submission deadline and site visit date.
- Provide the senior center director with a suggested outline for the site visit.

Date _____

Name of Center _____

Mailing address _____

County _____ AAA region _____

Director's/Manager's name: _____ Phone _____

Director's/Manager's e-mail _____ Fax _____

Secondary contact** _____ Phone _____

Contact's email _____ Fax _____

Two-week timeframe in which you would like to schedule the site visit:

*The Division will make every effort to schedule the site visit within the time period you specify. However, if we are unable to meet your timeframe, we will discuss alternative dates with you to arrive at a time that is mutually acceptable.

[Please note that site visits for new certifications will take place between September 1 and May 31. There will be no visits scheduled between December 10-January 9 and June 15-July 15].

**The secondary contact should be a member of the local team preparing for certification who can be reached by Division staff members in the event that they have questions or need to discuss the application in the director's absence.

Please submit your application to:
Leslee Breen, DHHS/Division of Aging and Adult Services
2101 Mail Service Center
Raleigh, NC 27699-2101
or leslee.breen@ncmailnet

Revised 10/9/2006